

# **ACCT Coordination Project Application Packet**

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The Agency Council on Coordinated Transportation (ACCT) is soliciting applications for a school/community transportation demonstration project. The purpose of the project is to demonstrate options for implementing the characteristics of a coordinated special needs transportation system as described in RCW 47.06B.015.

## **What is ACCT?**

ACCT is a council of state agencies, transportation providers, consumer advocates, and legislators with the mission to:

- Promote the coordination of special needs transportation at the state and local level
- Provide a focal point for discussing coordination issues and initiating needed changes
- Report to the legislature and propose legislative remedies as necessary

## **What is special needs transportation?**

As defined in statute, special needs transportation is for those people, including their personal attendants, who because of physical or mental disability, income status, or age, are unable to transport themselves or purchase transportation.

## **How much money is available for the demonstration project?**

\$70,000 is available to fund one or more projects. Your application must not request more than \$70,000.

## **Is a local match required?**

Local match is not required, but if you have local match to support your project, you will score additional points as the project proposals are evaluated.

## **When are applications due?**

Completed applications must be received by 5:00PM on July 28, 2000.

### **Send applications to:**

Jeanne Ward, ACCT Administrator

310 Maple Park Avenue SE  
PO Box 47387  
Olympia, WA 98504-7387

Fax: 360-705-6820

e-mail: [wardje@wsdot.wa.gov](mailto:wardje@wsdot.wa.gov)

## **What period of time will the project cover?**

The project is expected to begin in September 2000 and end June 30, 2001.

## **Who can apply?**

ACCT will accept applications from school districts, transportation providers, public agencies, and tribal governments

## **What kind of project will be funded?**

Projects must meet the following criteria:

### **Participants**

Participants in the project include a school district and one or more transportation provider or community agency.

### **Project focus**

The project proposal identifies one or more coordination characteristic and proposes a strategy to address it. The project should focus on the integration of vehicles and services among school districts, other transportation providers, and social/health service organizations. This might take the form of:

- Using school buses to transport elderly, low-income people, people with disabilities, or children going to places other than school
- Transporting children to school, or school children to services outside of the school, on vehicles other than school buses
- Serving school kids and other populations on the same vehicle, going to the same or multiple destinations
- Sharing vehicle parking, maintenance or fueling; driver screening or training; liability; or other facility-based or administrative activities

## Project design

The project addresses one or more of the characteristics of a coordinated special needs transportation system as specified in RCW 47.06B015. These are:

1. Organizations serving persons with special transportation needs share responsibility for ensuring that customers can access services.
2. There is a single entry process for customers to use to have trips arranged and schedules, so the customer does not have to contact different locations based on which sponsoring agency or program is paying for the trip.
3. A process is in place so that when decisions are made by service organizations on facility siting or program policy implementation, the costs of client transportation and the potential effects on the client transportation costs of other agencies or programs are considered. Affected agencies are given an opportunity to influence the decision if the potential impact is negative.
4. Open local market mechanisms give all providers who meet minimum standards an opportunity to participate in the program, and, in addition, allow for cost comparisons so that purchasers can select the least expensive trip most appropriate to the customer's needs.
5. There is flexibility in using the available vehicles in a community so that the ability to transport people is not restricted by categorical claims to vehicles.
6. There is maximum sharing of operating facilities and administrative services, to avoid duplication of costly program elements.
7. Trip sponsors and service providers have agreed on a process for allocating costs and billing when they share use of vehicles.
8. Minimum standards exist for a least safety, driver training, maintenance, vehicles, and technology to eliminate barriers that prevent sponsors from using each other's vehicles or serving each other's clients.
9. The system is user friendly. The fact that the system is supported by a multitude of programs and agencies with different eligibility, contracting, service delivery, payment, and funding structures does not negatively affect the customer's ability to access services.
10. Support is provided for research, technology improvements, and sharing of best practices from other communities, so that the system can be continually improved.
11. There are performance goals and an evaluation process that leads to continuous system improvement.

## **Are there reporting requirements?**

Project staff are expected to give an oral presentation to the ACCT council twice during the course of the project. A final report summarizing the project and its outcomes will also be required. This report will summarize project activities and evaluate project outcomes regarding coordination.

## **How will ACCT decide which projects to fund?**

Decisions will be made in this way:

### **Evaluation process**

The process used to select a project will consist of the following steps:

- All applications received by the July 28<sup>th</sup> deadline will be screened by ACCT staff for completeness. Staff will make copies for the review team.
- A sub-committee from the PACT Forum will be chosen to review and score the applications. The PACT Forum is a group of state agency representatives that conducts much of the work of ACCT and serves in an advisory capacity to the council.
- The PACT Forum subcommittee will score the applications and make a recommendation to the ACCT council at its August 4<sup>th</sup> meeting as to which project or projects to fund.
- The council will approve funding for the project or projects by majority vote.
- ACCT staff will notify all applicants of the results and begin processing contract(s).

### **Evaluation criteria**

Projects will be evaluated based on the following criteria:

#### **Project description (30 points)**

Does the project clearly identify the coordination elements to be addressed?  
Does the project focus on special needs transportation? How many programs/providers/school districts are involved in the project?

#### **Financial description (15 points)**

Are the resources described adequate to accomplish the project? Is local match provided? Does the project provide additional service, rather than supplant existing funds?

### Outcome description (20 points)

Are outcomes clearly articulated? Are they reasonable and measurable? Is the methodology for gathering data and measuring outcomes described? Does the project appear to offer a reasonable return on the investment? Will the project provide information that will assist ACCT in advancing its coordination agenda?

### Sustainability/transferability description (20 points)

Is there evidence that the project of project outcomes can be sustained in the community? Can the project or outcomes be transferred to other communities?

### Management capacity/experience (15 points)

Is there adequate staff to run the project? Is there relevant experience? Can the project begin in September 2000 and be completed by June 30, 2001?

## How do I complete the application form?

The enclosed application form consists of 6 sections. All must be fully completed. The following narrative describes each section and outlines what information should be included for an effective proposal.

### Section 1 General Information

Section 1 requires organizational information about the applicant (the prospective grant recipient) and the partners in operating the project. The lead agency is the agency that will contract with ACCT and receive the funds.

There must be at least one partner in addition to the lead agency. More partners are desirable. The lead agency or one of the partners must be a school district. Projects not involving a school district are ineligible.

### Section 2 Description of the Project

This section asks the applicant to describe the proposed project. A full description would include an explanation of:

- Which coordination characteristics are to be addressed
- What the project will do
- How the project will operate
- Who is responsible for what aspects of the project
- Which of the special needs populations will be served by the project
- What are the goals
- Will the project build on existing relationships and coordination activities or will it be new for the community

Projects will score higher if they address more than one coordination characteristic and serve more than one special needs population. Innovative approaches will be more competitive.

### **Section 3 Financial Summary**

Include in this section:

- The project budget
- Description of any local cash match
- Cost sharing arrangement with partners
- Description of any in-kind contributions

Although local cash match is not required, it will make the project more attractive to the evaluators. To the extent that multiple partners are making in-kind contributions, the project will score higher.

### **Section 4 Outcomes**

The intent of this section is to:

- Identify the benefits of the project in terms of cost-efficiencies, additional services, coordination successes, and new partnerships
- Describe how special needs transportation in your community will be improved by the project
- Define the outcome measures and how they will be evaluated
- Describe the methodology for gathering information to track and evaluate the outcomes
- Identify barriers and issues encountered and steps taken to resolve them; identify those barriers that could not be resolved

ACCT is interested in obtaining information on the challenges and benefits of school/community transportation coordination. Proposals with strong outcome measures will score higher. Proposals which present unique learning opportunities regarding school/community coordination will be favorably received.

### **Section 5 Sustainability and Transferability**

This section should describe how the project itself or the working partnerships behind the project will be sustained after the funding ends. It should also address how the project or the lessons learned from the project can be transferred to other communities.

Although it may not be possible to sustain a project without continued funding from ACCT, the benefit to the community may be significant enough to generate local funding. However, if this is not the case, evaluators will look for evidence that the partners will continue to collaborate and work on coordinated solutions to transportation issues.

## **Section 6 Management and Experience**

This section should describe the experience and ability of the lead agency and the key personnel to carry out the project. Evidence of previous successful project management, community collaboration, and involvement with special needs populations will be considered. Experience with the delivery of transportation services for special needs populations is also desirable.

The section also asks for a work plan that displays the tasks and time frame for implementing and operating the project. Favor will be given to projects that can begin in September 2000.

## **Have questions?**

Contact:

Jeanne Ward  
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wardje@wsdot.wa.gov

Gordon Kirkemo  
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Kirkemg@wsdot.wa.gov

Mary Kellington  
360-705-7923  
Kellinm@wsdot.wa.gov

# **Agency Council on Coordinated Transportation**

## **2000-2001 Demonstration Project Grant Application**

### **Section 1: General Information**

Project Title: \_\_\_\_\_

#### **Lead Agency Information**

Lead Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

Geographical Service Area \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

e-mail \_\_\_\_\_

**I certify that, to the best of my knowledge, the information in this application is true and accurate and that this organization has the necessary managerial capability to implement and manage the project association with this application.**

Signature of Lead Agency  
Chief Administrative Officer: \_\_\_\_\_

Title: \_\_\_\_\_



## Participating Agency Information

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Name of Partner Agency 1: \_\_\_\_\_

Address: \_\_\_\_\_

I certify that, to the best of my knowledge, the information in this application is true and accurate and that this organization has the necessary managerial capability to implement and manage the project association with this application.

Signature of Participating Agency

Chief Administrative Officer: \_\_\_\_\_

Title: \_\_\_\_\_

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Name of Partner Agency 2: \_\_\_\_\_

Address: \_\_\_\_\_

I certify that, to the best of my knowledge, the information in this application is true and accurate and that this organization has the necessary managerial capability to implement and manage the project association with this application.

Signature of Participating Agency

Chief Administrative Officer: \_\_\_\_\_

Title: \_\_\_\_\_

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Name of Partner Agency 3: \_\_\_\_\_

Address: \_\_\_\_\_

I certify that, to the best of my knowledge, the information in this application is true and accurate and that this organization has the necessary managerial capability to implement and manage the project association with this application.

Signature of Participating Agency

Chief Administrative Officer: \_\_\_\_\_

Title: \_\_\_\_\_

**Participating Agency Information (continued)**

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Name of Partner Agency 4: \_\_\_\_\_

Address: \_\_\_\_\_

I certify that, to the best of my knowledge, the information in this application is true and accurate and that this organization has the necessary managerial capability to implement and manage the project association with this application.

Signature of Participating Agency  
Chief Administrative Officer: \_\_\_\_\_

Title: \_\_\_\_\_

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Name of Partner Agency 5: \_\_\_\_\_

Address: \_\_\_\_\_

I certify that, to the best of my knowledge, the information in this application is true and accurate and that this organization has the necessary managerial capability to implement and manage the project association with this application.

Signature of Participating Agency  
Chief Administrative Officer: \_\_\_\_\_

Title: \_\_\_\_\_

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Name of Partner Agency 6: \_\_\_\_\_

Address: \_\_\_\_\_

I certify that, to the best of my knowledge, the information in this application is true and accurate and that this organization has the necessary managerial capability to implement and manage the project association with this application.

Signature of Participating Agency  
Chief Administrative Officer: \_\_\_\_\_

Title: \_\_\_\_\_

**Participating Agency Information (continued)**

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Name of Partner Agency 7: \_\_\_\_\_

Address: \_\_\_\_\_

I certify that, to the best of my knowledge, the information in this application is true and accurate and that this organization has the necessary managerial capability to implement and manage the project association with this application.

Signature of Participating Agency

Chief Administrative Officer: \_\_\_\_\_

Title: \_\_\_\_\_

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Name of Partner Agency 8: \_\_\_\_\_

Address: \_\_\_\_\_

I certify that, to the best of my knowledge, the information in this application is true and accurate and that this organization has the necessary managerial capability to implement and manage the project association with this application.

Signature of Participating Agency

Chief Administrative Officer: \_\_\_\_\_

Title: \_\_\_\_\_

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Name of Partner Agency 9: \_\_\_\_\_

Address: \_\_\_\_\_

I certify that, to the best of my knowledge, the information in this application is true and accurate and that this organization has the necessary managerial capability to implement and manage the project association with this application.

Signature of Participating Agency

Chief Administrative Officer: \_\_\_\_\_

Title: \_\_\_\_\_

## Section 2: Description of Project

### 1. Project Description

Give a brief description of the coordination characteristics to be addressed by the project and how the project will address them.

- What will the project do and who will perform which tasks?
- What populations will be served by the project?
- What does the project propose to accomplish?

## Section 3: Financial Summary

### Amount Requested and Cost Sharing

#### Cash

A. Grant Amount Requested		\$ _____
B. Local Cash Contributions		
Lead Agency	\$ _____	
Partner Agency 1	\$ _____	
Partner Agency 2	\$ _____	
Partner Agency 3	\$ _____	
Partner Agency 4	\$ _____	
Partner Agency 5	\$ _____	
Partner Agency 6	\$ _____	
Partner Agency 7	\$ _____	
Partner Agency 8	\$ _____	
Partner Agency 9	\$ _____	
Total Local Cash Contributions		\$ _____
C. Total Project Cost	(A + B)	\$ _____
D. Percentage of Total Project Cost Funded by Local Cash Contributions	(B / C)	_____ %

Additional Information:



**Section 3: Financial Summary (continued)****Amount Requested and Cost Sharing (continued)**

## In-Kind Contributions

	Description of Contribution
A. Lead Agency	
B. Partner Agency 1	
C. Partner Agency 2	
D. Partner Agency 3	
E. Partner Agency 4	
F. Partner Agency 5	
G. Partner Agency 6	
H. Partner Agency 7	
I. Partner Agency 8	
J. Partner Agency 9	

Additional Information:

## **Section 4: Outcomes**

**1. What do you expect to gain from your project?**

**2. What transportation improvements do you expect to achieve through the proposed project?**

## **Section 4: Outcomes** (continued)

**3. What are your proposed project outcomes?**

**4. How will you track, measure, evaluate, and report on your outcome measures?**

## Section 5: Sustainability and Transferability

- 1. What plans and assurances can you provide as to the sustainability of this project or this coordination partnership after June 30, 2001?**
- 2. Would the results of the proposed project be transferable to other communities? Are there any special issues, exceptions, or considerations that can be identified? Would assistance be available from agencies and staff involved in the proposed project to assist other communities?**

## **Section 6: Management and Experience**

### **1. Personnel**

- Identify lead personnel for the project including phone numbers and e-mail.
- Provide an organizational chart of the lead agency including key personnel in relationship to the project.
- Briefly describe the experience, knowledge, and that demonstrates an ability for the lead agency and its partners to successfully complete this project.

## Section 6: Management and Experience (continued)

### 2. Work Plan

List all major project tasks/activities in the far left column and show expected expenditures, from the total project cost, under the appropriate columns. Please indicate whether project tasks are for capital, operating and or project level planning activities.

Tasks/Activities	Date Completed	Projected Costs
Subtotals		